

**Coal Bed Methane Protection Act Committee (CBMPAC)
Job Application Data**

Please read BEFORE filling out application:

- 1. This application document is all-inclusive and does not require a signature.**
- 2. Pay attention to all application requirements.**
- 3. Make sure all requested data is accurate and up-to-date.**
- 4. Purposeful misrepresentation of information provided will result in immediate dismissal of application. If hired, purposeful misrepresentation of information could result in dismissal.**
- 5. The position you're applying for may require the completion of APPLICATION SUPPLEMENT questions and a EMPLOYMENT PREFERENCE FORM (see forms below). Please complete at the end of the Montana State Application and submit with this application.**
- 6. EMAIL APPLICATION TO: cbmpa@live.com**
- 7. Call 406-342-5466 x102 (Treasure CD) or 406-232-6359 (MT DNRC) for more info**

**Completed applications must be emailed or delivered by 1:00 pm, Dec 6, 2010 to:
Treasure Conservation District,
211 Elliott Street, PO Box 288
Hysham, MT 59038**

If selected for an interview, please be available Dec 9, 2010. The CBMPAC, which meets monthly, will conduct interviews at a location TBD in Miles City.

Application Supplement Tips:

- * Take your time
- * Understand questions
- * Answers should be thorough & concise but not wordy. Don't just try to fill up space.
- * Don't 'assume' the reviewer 'instinctively' knows what you're talking about. Again be thorough and concise.
- * Have someone review your work for grammar, sentence construction and overall 'flow. Do your answers make sense?
- * Make sure you turn your completed application package in on time. Do you have the correct address and deadline?

Interview Tips

- * Be clear on the time of the interview. Arrive 10 to 15' early.
- * Dress appropriately. When in doubt—veer to the conservative.
- * Handshake—firm not 'fishy.'
- * Make eye contact with all interviewers throughout interview. Don't stare at one interviewer, the ceiling, wall or table.
- * If you don't understand a question—ask for clarification.
- * Don't ramble. Be concise and thorough.
- * State government interviews are structured & systematic—don't let that 'unnerve' you. That's just the way it is.

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT: Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On **each** sheet write your name and the job title you are applying for. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. **LATE OR INCOMPLETE applications will not be considered.**

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted; (b) where to submit your application; (c) the required special qualifications or licenses; and (d) the closing date for receipt of applications (see www.dnrc.mt.gov/cardd/CBM). An application tailored to the position is to your advantage.

1. Name

Last First Middle

Mailing Address

Street or PO Box

City

State

Zip Code

Telephone Number

Work

Home

Cell

Email address

2. What position are you applying for? (See Job Vacancy Announcement)

Department

Division

Job Location

Position Title

Position Number

Will you accept: ☐ Full-time ☐ Part-time ☐ Temporary Dates Available for Temporary to

3. The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment, or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? ☐ Yes ☐ No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me to the conservation District or its agents and employees. I release all persons or companies from any liability or responsibility for providing such information.

SIGNATURE

DATE SIGNED

4. EDUCATION - High School Name:

High School Address:

Received Diploma or Equivalency Certificate? ☐ Yes ☐ No If "No," enter highest grade completed .

College, University and Other Schools Name and Location	Dates Attended Month/Year	Degree/ Certificate Received	Degree/ Certificate Date	Major/ Minor Field	Credits Earned Indicate Qtr or Sem

Training Courses Name and Location	Dates Attended Month/Year	Did you Complete?	Title/Description of Course	Total Hours

5. List current Professional Licenses, Registration, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency Name and Location	Type of License	Endorsement/Restriction (if applicable)	Date Licensed

6. List special skills such as word processing, operating a forklift, dump truck or computer programming. Include a list of equipment that you know how to use. May list skills from volunteer work like Habitat for Humanity or from professional organizations like Toastmasters.

7. EXPERIENCE: List your work and/or volunteer experience with emphasis on experience that is relevant to the position you are applying for. **Begin with your present or most recent experience.** Include military service that would help you qualify. **List each promotion as a separate position.** Use Additional Employment Experience forms (PD- 30) as necessary. **This information must be completed even if you submit a resume.**

Name & Complete Address of Employer			
Your Job Title		Dates Employed / to / Month/Year Month/Year	
Type of Business		Avg. Hrs. Per Week	Time Employed / Years/Months
Immediate Supervisor(s)	Phone No.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments)			
Reason for Leaving:			

Name & Complete Address of Employer			
Your Job Title		Dates Employed / to / Month/Year Month/Year	
Type of Business		Avg. Hrs. Per Week	Time Employed / Years/Months
Immediate Supervisor(s)	Phone No.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments)			
Reason for Leaving:			

7. EXPERIENCE *Continued*....

Name & Complete Address of Employer			
Your Job Title		Dates Employed / to / Month/Year Month/Year	
Type of Business		Avg. Hrs. Per Week Time Employed / Years/Months	
Immediate Supervisor(s)	Phone No.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments)			
Reason for Leaving:			

Name & Complete Address of Employer			
Your Job Title		Dates Employed / to / Month/Year Month/Year	
Type of Business		Avg. Hrs. Per Week Time Employed / Years/Months	
Immediate Supervisor(s)	Phone No.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer
Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments)			
Reason for Leaving:			